


<b>Name of Policy:</b> <b>Officer of the Day Protocol</b> <b>Policy Number:</b> 3364-107-203 <b>Approving Officer:</b> Medical Director, Clinical Pathology <b>Responsible Agent:</b> Director, Clinical Pathology Administrative Director, Lab <b>Scope:</b> Pathology Laboratory University of Toledo Medical Center		 <b>Effective date:</b> 01/04/2025 <b>Original effective date:</b> 09/17/1987	
Key words: Officer of the day, Liaison, on-call schedule, 1 <sup>st</sup> on-call, 2 <sup>nd</sup> on-call			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The laboratory has a protocol for Officer of the Day (OD) – On Call, to serve as Medical liaison between Clinical Lab personnel and Hospital Staff when a Pathologist’s assistance is needed.

To ensure the proper person is called and is available when a pathologist’s assistance is needed.

(B) Procedure

The Officer of the Day is responsible for assessing the urgency, appropriateness and legitimacy of non-routine testing requested outside of regular business hours. The O.D. is also responsible for relaying and discussing abnormal or critical results obtained outside of regular business hours with the ordering physician, if necessary.

1. Check the clinical laboratory schedule posted in the Central Office and confirm proper date on schedule.
2. Always call the First Call Physician.
3. In the event the First Call OD cannot be contacted, call the Second On-call Physician.
4. If the first or second on-call physician cannot be contacted, contact Medical Director.
5. If Medical Director is not available, contact the Chief Pathology Resident.

<p>Approved by:</p> <p><u>/s/</u> Name: Amira Gohara, M.D. Title: Medical Director, Clinical Pathology</p> <p><u>1/10/2025</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Joshua Otiso, Administrative Director, Lab</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• <i>P-03</i></li></ul> <p>Initial effective date: 09/17/1987</p> <p>Review/Revision Date: 01/04/2025</p> <p>Next review date: 01/04/2027</p>
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